

Winters Cemetary District

Audit completed: November 6, 2018		Score:	Link:	Notes:
1. Overview (10 points)				
a. Mission (3.33 pts)	3.33		http://www.winterscemetary.org/	No description, just a fee schedule. Suggest adding a sentence or two describing what the services/functions the district offers.
b. Description of Services/functions (3.33 pts.)	0		http://www.wintersceme	CSDA map does not include Winters Cemetary and is not user friendly (no instructions). Suggest using a pdf of LAFCo boundary map.
c. Service Boundary (3.33 pts)	0		http://www.wintersceme	
Total	3			
2. Budget (10 points)				
a. Current FY + 3 years prior (5 pts)	0	NO		
b. Financial Reserve Policy (5 pts)	0	NO		
Total	0			
3. Meetings (10 points)				
a. Schedule (5 pts)	5		http://www.winterscemetary.org/board-meetings	Suggest an agenda, minutes be in pdf for the integrity of the document. There is a place on agendas requiring they be signed/dated/time, suggest that be done before posting. Suggest approved/signed Minutes be posted.
b. Archive of agendas/mintutes (5 pts)			http://www.wintersceme	
Total	5			
4. Elected & Appointed Officials (10 points)				
				The email address is not linked. Compensation for board is noted on board member page. Transparency page has a web address to Public Pay but it's not actually linked to Public Pay website. Web address should also open directly on to Cemetary page. Suggest using County's link (attached) for procedures.
a. Board member information (3.33 pts)	3.33		http://www.wintersceme	
b. Election procedures/deadlines (3.33 pts)	0		https://www.yolocounty	
c. Reimbursement/Compensation policy (3.33 pts)	3		http://www.wintersceme	No Compensation Policy.
Total	6			
5. Administrative Officials (10 points)				
				Name/title only. No contact info. Compensation for employees are on Transparency page. Suggest title should be changed to say Board & Staff...Transparency page has a web address to Public Pay but it's not actually linked to Public Pay website. Web address should also open directly to Cemetary page.
a. General Manager and Key Staff Information (5 pts)	0		http://www.wintersceme	
b. Reimbursement/compensation policy (5 pts)	3		http://www.wintersceme	No Compensation Policy.
Total	3			
6. Audits (10 points)				
a. Current audit? (5 pts)	0	NO		
b. Last 3 years? (5 pts)	0	NO		
Total	0			
7. Contracts (10 points)				
a. Current RFPs? (3.33 pts)	0	NO		
b. Submittal instructions? (3.33 pts)	0	NO		
c. Approved Contracts? (3.33 pts)	0	NO		
Total	0			
8. Public Records (10 points)				
				Suggests the District make sure it's clear to the public the best way to request information and /or records
a. Request form? (10 pts)	0	NO		
Total	0			
9. Revenue Sources (10 points)				
a. Summary of Fees (5 pts)	5		http://www.winterscemetary.org/services	
b. Summary of Revenue Sources (5 pts)	0	NO		
Total	5			
10. Agency Specific Criteria: Special Districts (10 points)				
a. Authorizing statute/enabling act (5 pts)	5		http://www.winterscemetary.org/public-cemetary-district	
b. Board ethics training certificates (5 pts)	0	NO		
Total	5			
Total Score	28			

Winters Cemetary District	
Score: 28%	
Overview	⊖
Budget	✖
Meetings	⊖
Elected Officials	⊖
Administrative Officials	⊖
Audits	✖
Contracts	✖
Public Records	✖
Revenue Sources	⊖
Agency Specific	⊖